

Minutes of Meeting
Dagsboro Planning & Zoning Commission
Bethel Center
April 7, 2022

I. Call Meeting to Order:

Commissioner Brad Connor called the meeting to order at 6:00 p.m.

Those in attendance were: Commissioner Brad Connor, Commissioner Earl Savage via telephone, Commissioner Cindy Gallimore, Commissioner Janice Kolbeck, Town Administrator Cindi Brought, and Engineering Consultant Kyle Gulbranson. Commissioner Cathy Flowers was not present. Please see the sign in sheet for others in attendance.

II. Public Comment:

No public comment was made.

III. Approval of Minutes:
February 3, 2022

Commissioner Gallimore made a motion to approve the minutes. Commissioner Kolbeck seconded the motion. The vote was 4-0 with Commissioner Flowers being absent.

IV. New Business:

1. William Mills Subdivision Review/Discussion/Possible Vote

William Mills stated that he is seeking approval to subdivide three lots on Warrington Street.

Engineering Consultant Gulbranson stated that AECOM reviewed the plan recently and the lot sizes now meet Town Code. There are minor things on the data table that are incorrect as it lists Sussex County AR-1 as the zoning classification and the parcel number should be revised to 233 instead of 23. Those will need to be corrected before it can be recorded.

Mr. Gulbranson stated that this coming Summer the town is conducting a drainage project along Warrington Street. Lots number 1 & 2 in the town's approved plans, are to include a gravel trench with a 10 inch perforated pipe along the frontage of those two lots to help with drainage there. The ditch along the eastern most lot, closest to Main Street, will be cleaned out as well. Therefore, when construction is ready, it will need to be coordinated with utilities and placement of driveways to avoid construction conflicts with that upcoming project.

Mr. Gulbranson stated that Lot 1 is completely in the floodplain and Lot 2 is partially in the floodplain, therefore, when ready to construct they will need to meet the Towns' Floodplain Ordinance, which will be handled at the time of the building permit application.

Commissioner Connor asked Mr. Mills if he had a plan of when they would be constructed. Mr. Mills stated that they are already sold.

Commissioner Gallimore inquired as to how many potential lots can be put on the future parcel to be developed. Engineering Consultant Gulbranson asked if she meant on the residual piece. She stated yes. Mr. Mills stated he was unsure but possibly 18 homes. Mr. Gulbranson stated that the minimum lot size in Town Center District is 10,000 square feet for a new residential structure. Commissioner Connor stated that they would not come off the side road; they would need a separate entrance. Mr. Gulbranson felt that they could come off of Sussex Street, but at this time there are no plans to indicate another use on that residual piece. Mr. Mills stated there would probably be less than that as they didn't know about the lot size.

Commissioner Savage asked for confirmation that the fee of \$500 for the Engineering Professional Review Escrow was paid. Town Administrator Brought stated she was sure that everything he needed to pay had been paid.

Commissioner Connor stated that he spoke to Commissioner Flowers and she did not have any issues with the proposal.

Commissioner Kolbeck made a motion to approve William Mills Minor Subdivision. Commissioner Savage seconded the motion. The vote was 4-0 with Commissioner Flowers being absent.

2. Vines Creek Centre Final Approval Review/Discussion/Possible Vote

Carlton Savage with Scaled Engineering of Rehoboth Beach and the property owner Clay Snead are seeking Final Approval of the Vines Creek Centre. The project consists of three separate buildings, parking lot, associated storm water management, and entrance. Mr. Savage stated that the plan has remained the same and that they have received all the final approvals on the project. The project is commercial on the first level with two apartments in each building on the second level for a total of six apartments. They have received the required approvals for the entrance as well as the approvals required from DelDOT, storm water management, fire marshal and have worked out all the details with Sussex County Engineering and he believed that Town Engineer Gulbranson is acceptable of what the plans look like. Engineering Consultant Gulbranson stated that is correct and they have addressed all of AECOM's concerns.

Commissioner Connor asked if the plan was still to build in stages versus the whole thing at one time. Mr. Snead stated that the plan is to complete it in one phase. Commissioner Connor inquired if they had any interest in regard to tenants. Mr. Snead stated that there has been quite a bit of interest.

Commissioner Kolbeck stated that originally there was a possibility of a third lane for turning, but there isn't any longer, she felt that the people going to this project and the residents living around there are going to have a hard time in the summer. Mr. Savage stated that the last

process was DelDOT through their traffic engineering approval process. He stated that initially there was a turn lane proposed at the site, which was maybe 40 or 50 feet further in front of Heather's Home Works. Mr. Savage stated that there were some issues with poles and different things in the way. After discussing this with DelDOT the radius coming into the site was increased to be more than 50 feet. He felt that at 25mph that wasn't a huge difference, but based on their calculations allowing that movement actually gets people off the road and they don't have to slow down as much and it brings them into the site a little quicker and that gets them out of the turn lane requirement. Mr. Savage stated that the turn lane on Rt. 26 was going to be expensive to construct with the site restraints and the easements required. After reconsideration they reduced it down to the entrance that is on the plan today.

Mr. Carlton Savage stated that the only change on this plan is they went underground with the storm water. Initially they had storm water in the back of the property, but it worked out better to be under the parking lot, therefore leaving more green space in the back of the property.

Commissioner Savage stated that on the fire marshal's report page 2, 1101A it states that the fire department connection and the location does not meet the requirement. He asked if that has been addressed or is that irrelevant. Carlton Savage stated that he believed it has been approved, he stated that it is possible that it was approved with a couple things stating move this or add this during construction. He stated that the approval gets handed to the contractor and the fire marshal comes back for an inspection once everything is completed.

Commissioner Savage made a motion to approve the Final Site Plan for Vines Creek Centre. Commissioner Kolbeck seconded the motion. The vote was 4-0 with Commissioner Flowers being absent.

V. Old Business:

There was no old business.

VI. Public Comment:

There was no public comment.

VII. Adjournment:

Commissioner Kolbeck made a motion to adjourn. Commissioner Gallimore seconded the motion.

Meeting was adjourned at 6:15 p.m.

Respectfully Submitted,
Stacy West, Town Clerk